



SPOC Vacation to Sick Leave Form

Employee Name: _____

Department: _____

This form is to be completed to exercise your option to convert accrued vacation to sick leave according to the 2007-2009 Agreement between State of Iowa and State Police Officers Council as stated below:

Article IX, Section 6,A.5

Employees may convert up to fifty (50) hours of accrued vacation at a rate of two (2) hours of vacation for one (1) hour of sick leave to be placed in the employee's sick leave account. The request for vacation conversion to sick leave may only be made once during each fiscal year. Any vacation converted to sick leave must be used pursuant to the provisions of Article IX, Section 8.

Number of vacation hours to be converted: _____

PLEASE READ BEFORE SIGNING

I understand that I can convert any amount of vacation leave up to 50 hours.

I understand that the conversion rate is two hours of vacation for one hour of sick leave.

I understand that this action may be taken only once during each fiscal year, even if I do not convert the entire 50 hours for which I am eligible.

YOU MAY SUBMIT THIS FORM AT ANY TIME DURING THE FISCAL YEAR. THE ACTION WILL BE TAKEN AS SOON AS POSSIBLE AFTER RECEIPT OF THE COMPLETED FORM BY THE PERSONNEL ASSISTANT.

SIGN HERE IN INK _____ **DATE:** _____

For Personnel Assistant Use Only

Date Completed Form Received: _____

Pay Period for Which Processed: _____

The original of this form must be kept in the employee's personnel file.